



The Universal Public Purchasing Certification Council

Established 1978

The National Institute of Governmental Purchasing Inc. & The National Association of State Procurement Officials

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UPCC ELIGIBILITY REQUIREMENTS FOR CPPB/CPPO CERTIFICATION

To be eligible to sit for the CPPB or CPPO certification examinations, applicants must meet the following minimum educational and experience requirements: An Applicant may qualify under Schedules A, B, C, or D for CPPB and Schedules A, B, or C for CPPO. Please select the schedule that appropriately fits your qualifications. Applicants who are within 12 months of meeting the eligibility requirements may submit a written request with their application for delayed eligibility approval.

For CPPB Candidates, the available eligibility schedules are:

Schedule A	<ul style="list-style-type: none">High School Diploma or GED12 college credit hours in purchasing courses or 96 contact hours in purchasing seminars5 years total purchasing experience which must include 3 years of current public purchasing experience
Schedule B	<ul style="list-style-type: none">Associate's degree12 college credit hours in purchasing courses or 96 contact hours in purchasing seminars4 years total purchasing experience which must include 3 years of current public purchasing experience
Schedule C	<ul style="list-style-type: none">Bachelor's degree6 college credit hours in purchasing courses or 48 contact hours in purchasing seminars.2 years of current public purchasing experience
Schedule D	<ul style="list-style-type: none">Advanced degree (Master's or Ph.D.)3 college credit hours in purchasing courses or 24 contact hours in purchasing seminars2 years of current public purchasing experience

For CPPO candidates, the available eligibility schedules are:

Schedule A	<ul style="list-style-type: none">Holder of CPPB Designation18 college credit hours in purchasing courses or 144 contact hours in purchasing seminars8 years total purchasing experience: 6 years current public purchasing experience, of which 3 years are in a public purchasing management function**
Schedule B	<ul style="list-style-type: none">Bachelor's degree6 college credit hours in purchasing courses or 48 contact hours in purchasing seminars3 years total purchasing experience: 2 years current public purchasing experience, of which 2 years are in a public purchasing management function**
Schedule C	<ul style="list-style-type: none">Advanced degree (Master's or Ph.D.)3 college credit hours in purchasing courses or 24 contact hours in purchasing seminars3 years total purchasing experience: 2 years current purchasing experience, of which 2 years are in a public purchasing management function**

Please see Academic Requirement page for approved and recommended college courses and seminars. It is highly recommended that general to advanced level purchasing courses be taken for examination preparation (i.e., NIGP's GPP, IPP, APP, PPM seminars).

**Public purchasing management function can include supervising purchasing personnel, management of purchasing related functions (e.g. contract administration, inventory management, logistics).

Questions? Email: certification@nigp.org
